Headquarters,
U.S. Marine Corps

Commanders Course Brief

October 2003

presented by
Capt Jason Roberts
Head, Personal Awards
Section HQMC, Military Awards
Branch

HQMC, Military Awards Branch Mission Statement

09/02/16

- Receive, board, prepare and transmit to the field, all awards submitted for approval by the Commandant of Marine Corps.
- Develop and disseminate awards policy to the field.
- Ensure that field approved awards are submitted to MMSB for inclusion into the Marines OMPF and into the Marine's diary information (MCTFS – 3270).
- Maintain the electronic awards submission infrastructure for Marine Corps units world wide.

CMC's Intent

09/02/16

"The Personal Awards Program is a tool for Commanders to recognize the contributions of the Marines and Sailors entrusted to them. As commanders, we must place the appropriate emphasis on the Awards Program at all levels. This action serves two purposes: First it allows tangible recognition to those Marines and Sailors whose actions are clearly deserving of recognition. Second, we send a message to his or her peers that we will reward superior performance."

General J. L. Jones, CMC, ALMAR 019/00

SecNav Delegated Approval Authority

09/02/16

- CMC
- ComMarForLant, ComMarForPac, ComMarForRes, CG, MCCDC
- MEF Cmdrs
- Flag-level Cmdrs
- Bn/Sqdn Cmdrs

- LM and below, MUC
- LM(Ret) and below

- MM and below
- NC and below
- NA and MOVSM

SecNav retains awarding authority

- Silver Stars and above
- Awards for general officers
- Awards for foreign service members
- Designation of new operations for which the Combat Action Ribbon will be authorized
- Unit Awards of Navy Unit Commendation and above
- All terrorist-related incidents
- Extraordinary heroism determination
  - Enlisted Marines only

Other Award Issues

- Navy & Marine Corps Achievement Medals
  - Awarding authority is Battalion/Squadron level Commanders and above.
  - ALMAR 472/00: Eliminated a quota system.
  - Awarded for Specific Achievement (IMPACT) and End of Tour.

Other Awards Issues (Cont.)

09/02/16

- Policy Considerations: MCO 1650.19J Encl (2) para 7 (d) and (e)

"Commanders in the chain of command may recommend a lower award than that originally recommended, but such commands may not approve a lower award and stop further transmittal of the recommendation."

References

- Navy and Marine Corps Awards Manual
  - SecNavInst 1650.1G
- Administrative and Issue Procedures for Decorations, Medals and Awards
  - MCO 1650.19J (Published by the Military Awards Branch)
- Marine Corps Unit Awards Manual
  - NAVMC 2922 (Published by the Military Awarded Branch)
- Department of Defense Awards Manual
  - DoD 1348.33M
- US Code, titles 10 and 18

Electronic Awards Processing System

What was developed

- An Internet-based application (can be accessed by anyone in the Marine Corps with a .mil account and Internet access) for originating, forwarding, processing and storing all personal and unit awards.
- System that allows sub-delegated awarding authorities to approve, print, and award decorations.
- Secure System (Privacy Act info such as SSN) with this Headquarters providing access to those members that require special access.

Scope

The system affords the *entire* Marine Corps access to the awards processing system that can be utilized by all levels (originator-company-battalion-regiment-division-MEF-MarFor-HQMC) for the processing, submission and storage of all personal and unit award recommendations.

This system came on line on Oct 1, 2000. All awards are submitted using this system.

The Website

- The Website can be accessed from the MarineLink website (WWW.USMC.MIL) or directly at the following URL:
  - https://kuwait.manpower.usmc.mil

Main Page Options

09/02/16

https://osprey.manpower.usmc.mil/manpower/mm/mmma/awardsref.nsf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://osprey.manpower.usmc.mil/manpower/mm/mmma/awardsref.nsf Go

Marines *Awards Web Site*

Users from .mil sites

If you are a user from a .mil network location, click here to access and process unit or individual awards. You must be registered to originate, review, process, or approve an award

Process Awards

Users from non .mil sites

If you are a user from other than a .mil network location, click here to access public information on awards.

Awards Information

Done Internet

Main Page Options

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https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Frms1?OpenFrameSet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Frms1?OpenFrameSet Go

- Registration
- References
- Submit an Award
- NEW Submit CAR
- Award Status
- HQMC Awards Board
- CMC Review
- Cold War Medal
- NEW Navy/MC Awards Manual
- Other Related Sites
- MMMA Points of Contact
- Revised MCO 1650.19J
- Civilian Awards
- Help
- Privacy & Security Notice

Headquarters, U. S. Marine Corps
Awards Processing System

Military Awards Branch Home Page

Due to security concerns relating to Internet access to M&RA applications, M&RA is taking the following actions:
1) Users must certify that their computer (whether at work or at home) has:
a) the latest version of Symantec or McAfee anti-virus software
b) updated signature files for their anti-virus software
c) scanned all files all system drives and verify that they are virus free
2) Once users have certified that item #1 has been or is complete, they should re-register. This action will ensure that all potentially compromised accounts can no longer be used to access M&RA applications.

If you are using a computer at work (owned by the Marine Corps) and cannot verify item #1, please contact your Information System Coordinator (ISC) or S-6 to ensure the actions get completed properly.

Marines who use their home computers to access government resources are authorized to download and use Norton (Symantec) Anti-Virus software. Download and usage is covered under the Department of Defense Site License. Anti-virus software and updated signature files for Symantec and McAfee are available for download at http://www.cert.mil. We apologize for any inconvenience these actions may cause our users, but must take whatever actions deemed necessary in order to provide safe and secure access to M&RA applications.

This site has been visited 495183 times since 2 Nov 2000
Email Military Awards Branch

(This site is best viewed through Internet Explorer 5.0 or higher)

Done Internet

Awards Processing System Website

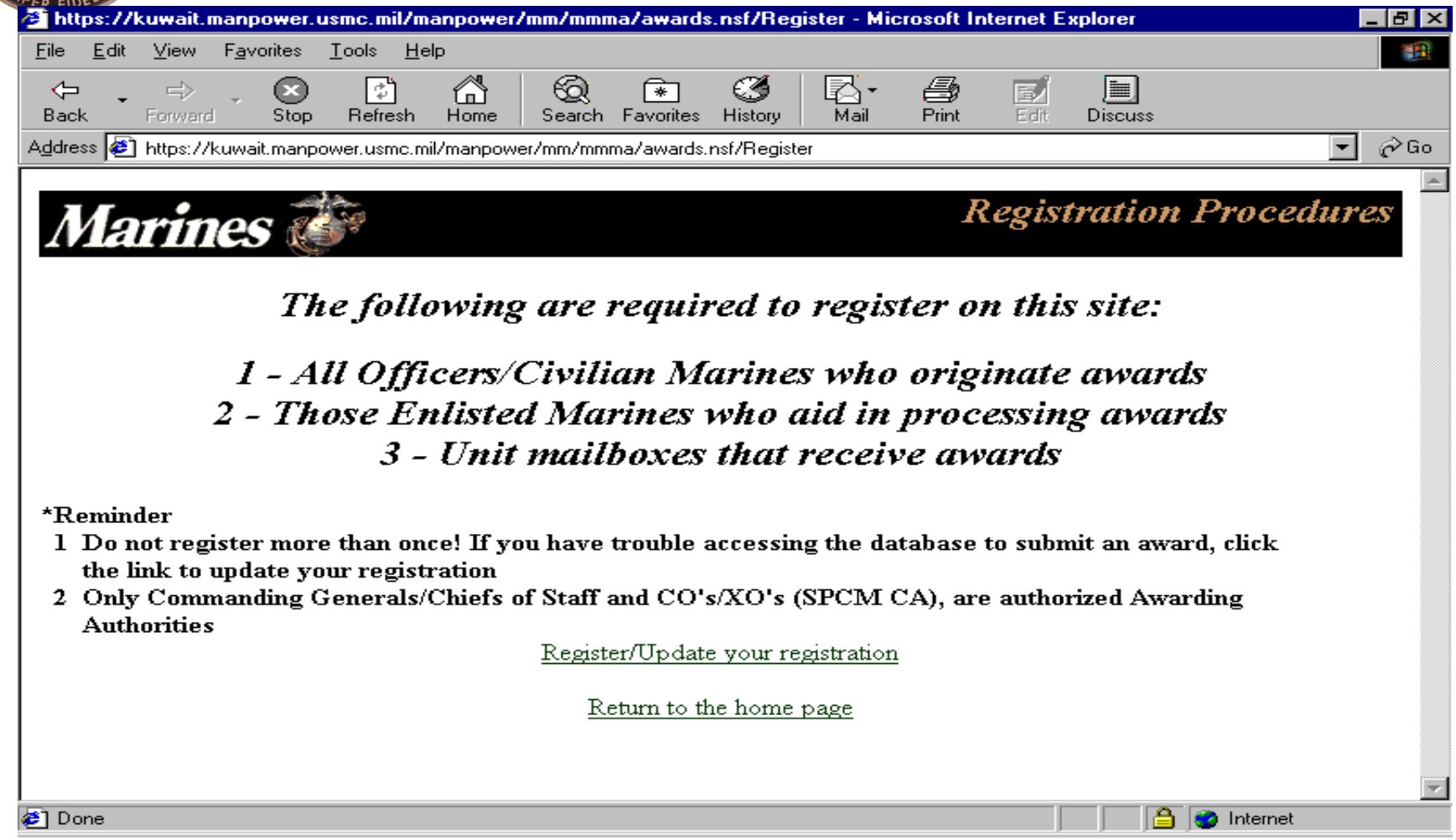
Who Needs to Register

and

How to Register

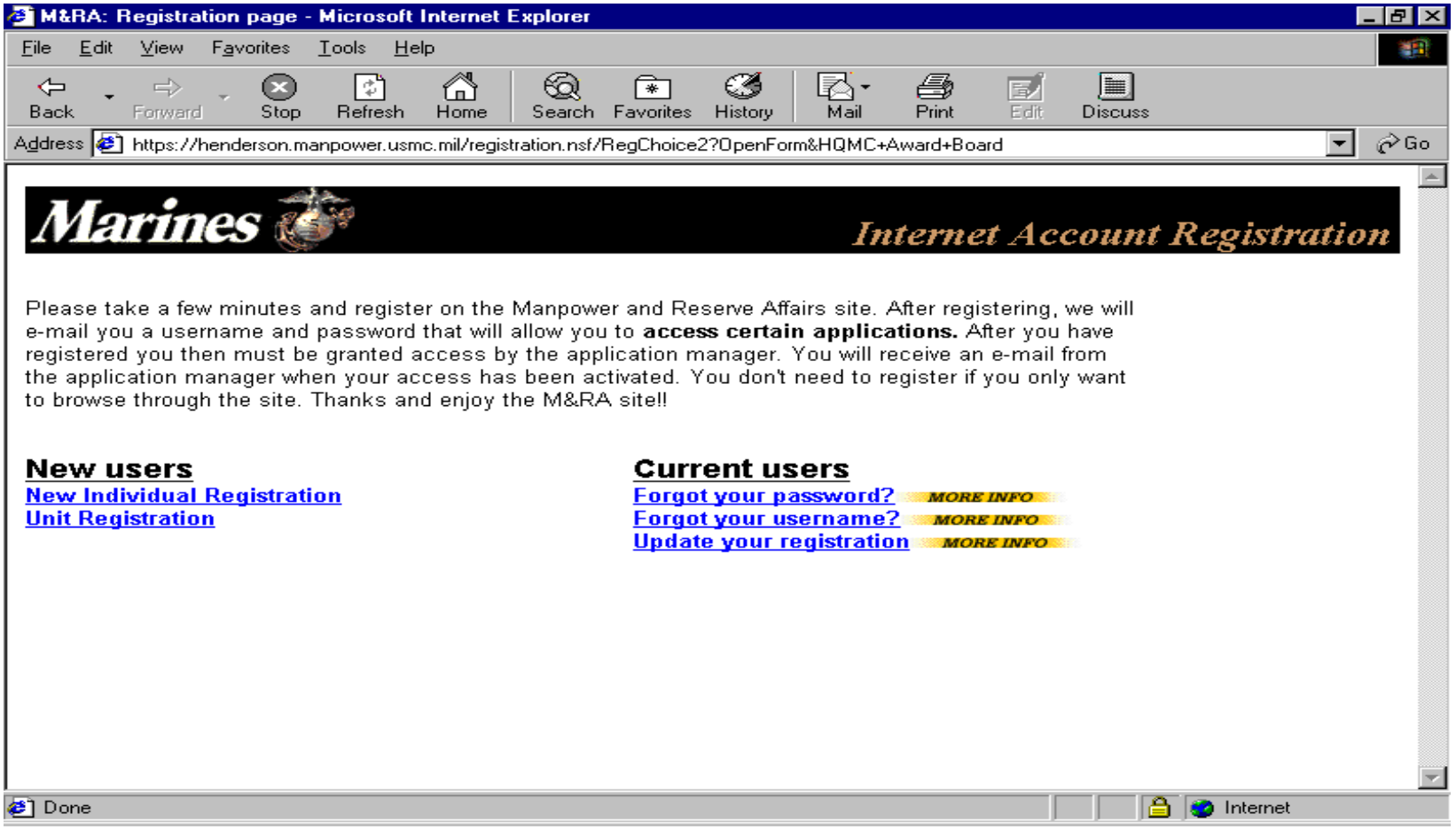
Registration

09/02/16


https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Register - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Register
Go
Marines
Registration Procedures
The following are required to register on this site:
1 - All Officers/Civilian Marines who originate awards
2 - Those Enlisted Marines who aid in processing awards
3 - Unit mailboxes that receive awards
*Reminder
1 Do not register more than once! If you have trouble accessing the database to submit an award, click the link to update your registration
2 Only Commanding Generals/Chiefs of Staff and CO's/XO's (SPCM CA), are authorized Awarding Authorities
Register/Update your registration
Return to the home page
Done
Internet

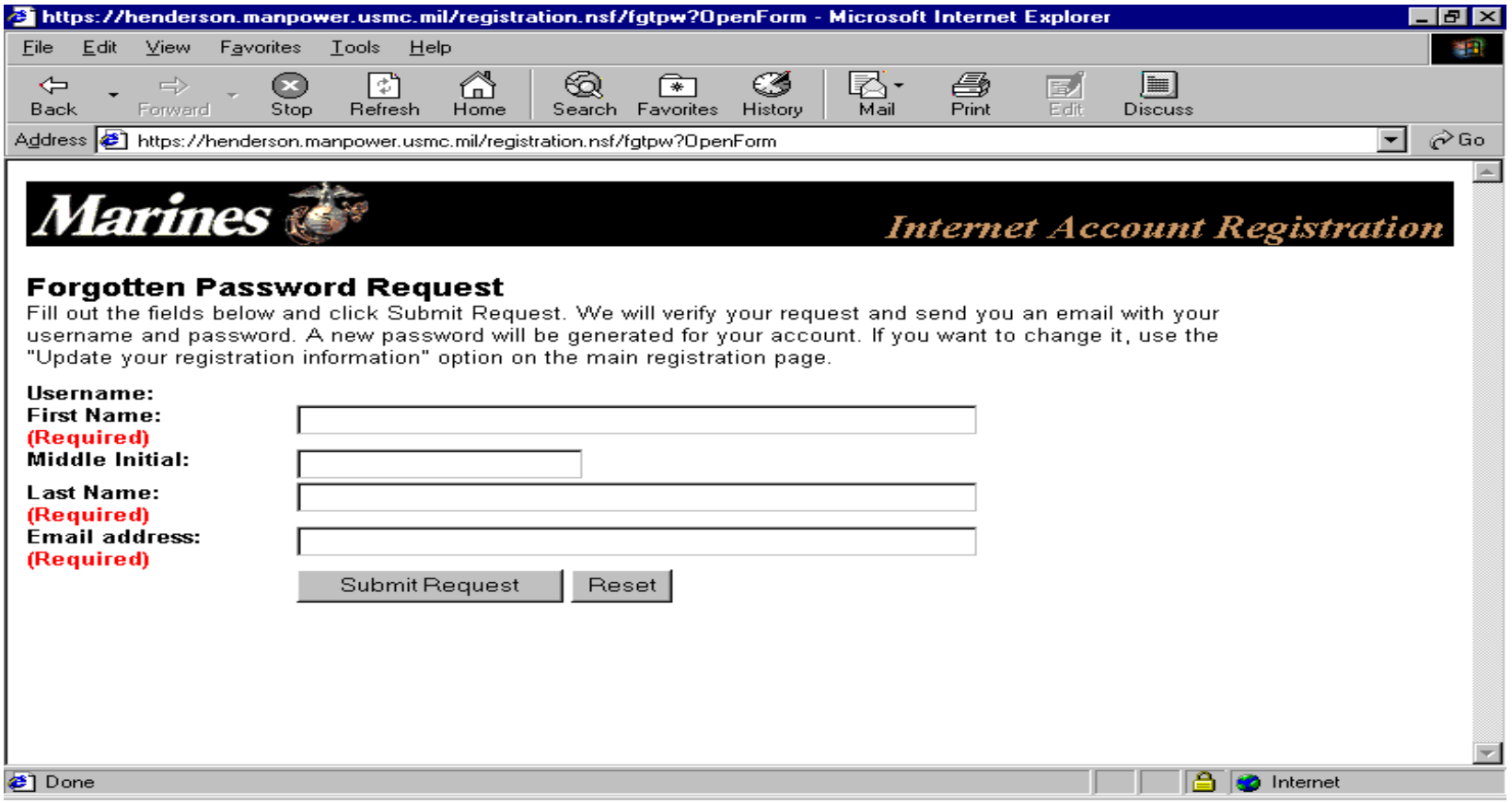
Registration

09/02/16


M&RA: Registration page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/RegChoice2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
Please take a few minutes and register on the Manpower and Reserve Affairs site. After registering, we will e-mail you a username and password that will allow you to access certain applications. After you have registered you then must be granted access by the application manager. You will receive an e-mail from the application manager when your access has been activated. You don't need to register if you only want to browse through the site. Thanks and enjoy the M&RA site!!
New users
New Individual Registration
Unit Registration
Current users
Forgot your password? MORE INFO
Forgot your username? MORE INFO
Update your registration MORE INFO
Done
Internet

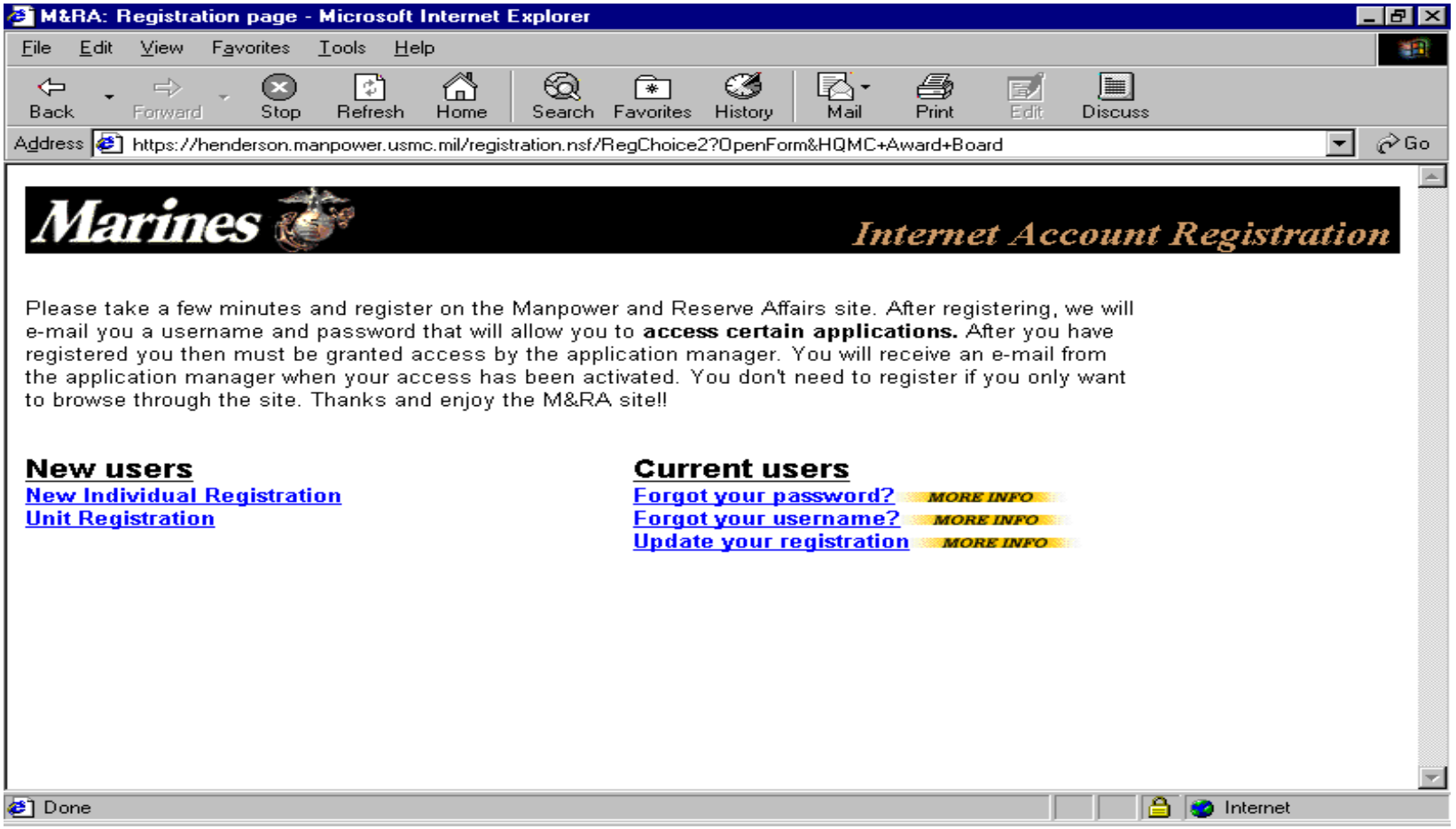
Forgot Password/User Name

09/02/16


https://henderson.manpower.usmc.mil/registration.nsf/fgtpw?OpenForm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/fgtpw?OpenForm
Go
Marines
Internet Account Registration
Forgotten Password Request
Fill out the fields below and click Submit Request. We will verify your request and send you an email with your username and password. A new password will be generated for your account. If you want to change it, use the "Update your registration information" option on the main registration page.
Username:
First Name:
(Required)
Middle Initial:
Last Name:
(Required)
Email address:
(Required)
Submit Request
Reset
Done
Internet

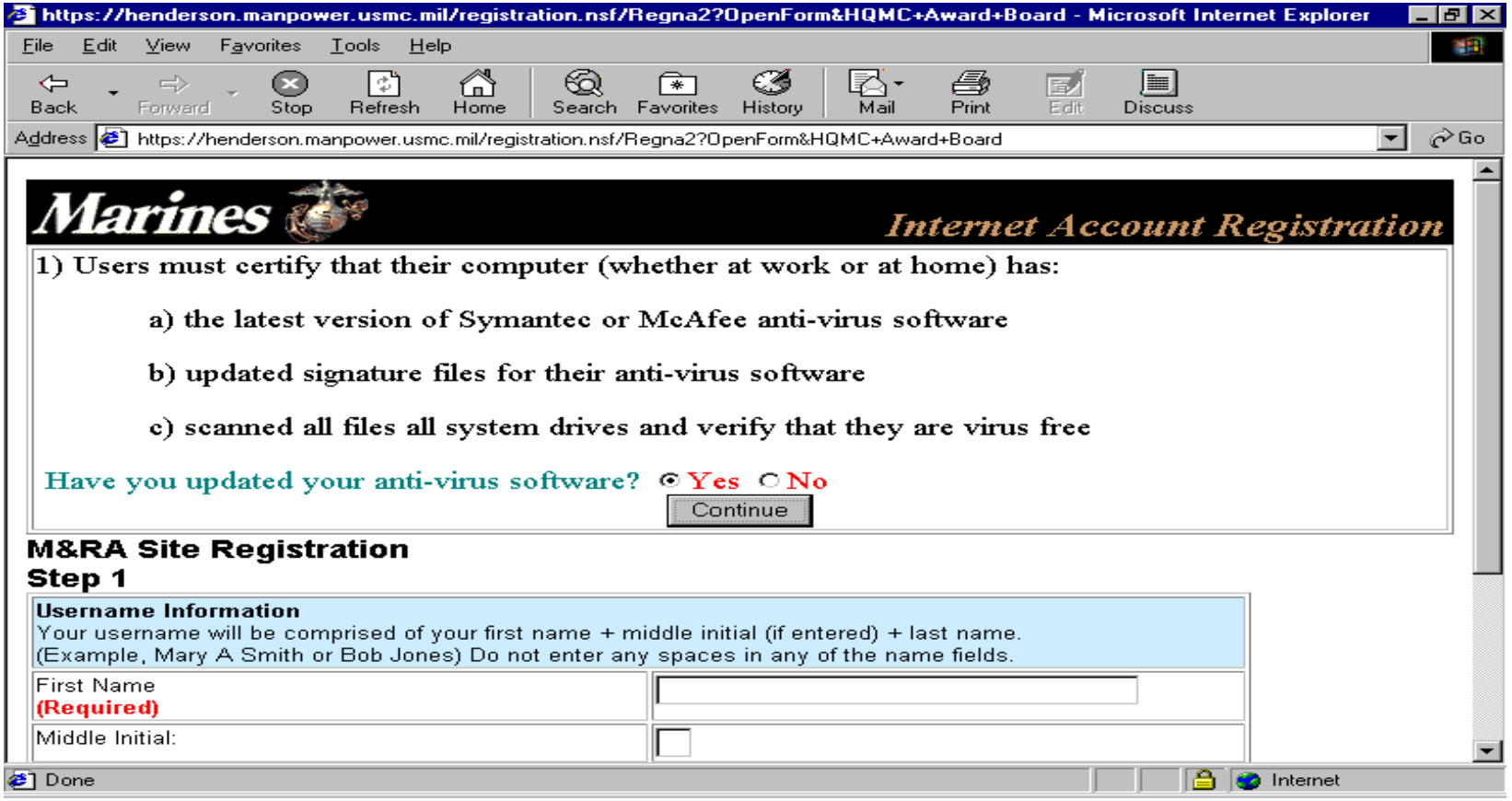
Registration

09/02/16


M&RA: Registration page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/RegChoice2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
Please take a few minutes and register on the Manpower and Reserve Affairs site. After registering, we will e-mail you a username and password that will allow you to access certain applications. After you have registered you then must be granted access by the application manager. You will receive an e-mail from the application manager when your access has been activated. You don't need to register if you only want to browse through the site. Thanks and enjoy the M&RA site!!
New users
New Individual Registration
Unit Registration
Current users
Forgot your password? MORE INFO
Forgot your username? MORE INFO
Update your registration MORE INFO
Done
Internet

Individual Registration

09/02/16


https://henderson.manpower.usmc.mil/registration.nsf/Regna2?OpenForm&HQMC+Award+Board - Microsoft Internet Explorer
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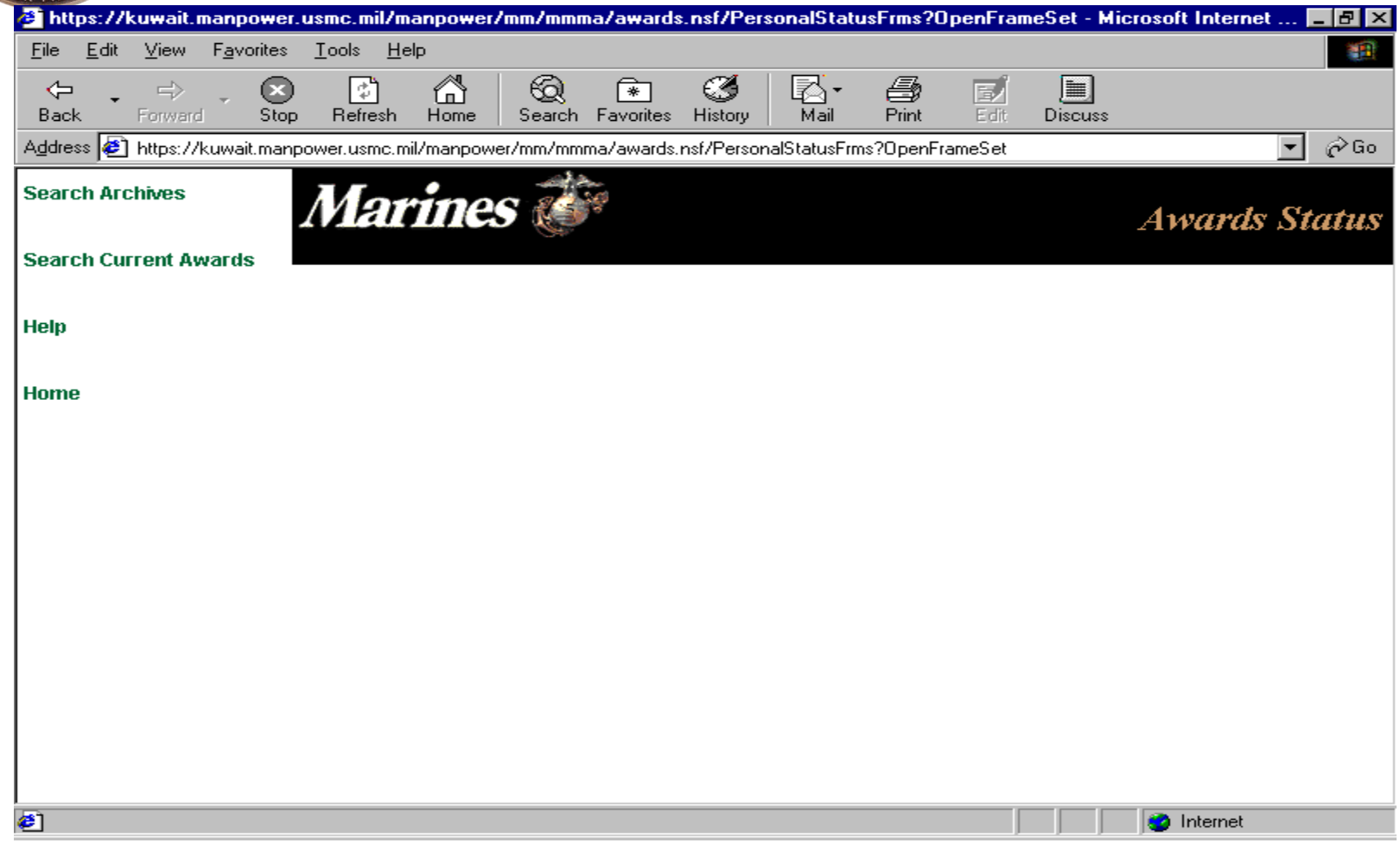
Address https://henderson.manpower.usmc.mil/registration.nsf/Regna2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
1) Users must certify that their computer (whether at work or at home) has:
a) the latest version of Symantec or McAfee anti-virus software
b) updated signature files for their anti-virus software
c) scanned all files all system drives and verify that they are virus free
Have you updated your anti-virus software? Yes No
Continue
M&RA Site Registration
Step 1
Username Information
Your username will be comprised of your first name + middle initial (if entered) + last name.
(Example, Mary A Smith or Bob Jones) Do not enter any spaces in any of the name fields.
First Name
(Required)
Middle Initial:
Done
Internet

Awards Processing System Website

Awards Status

Award Status

09/02/16



Award Status

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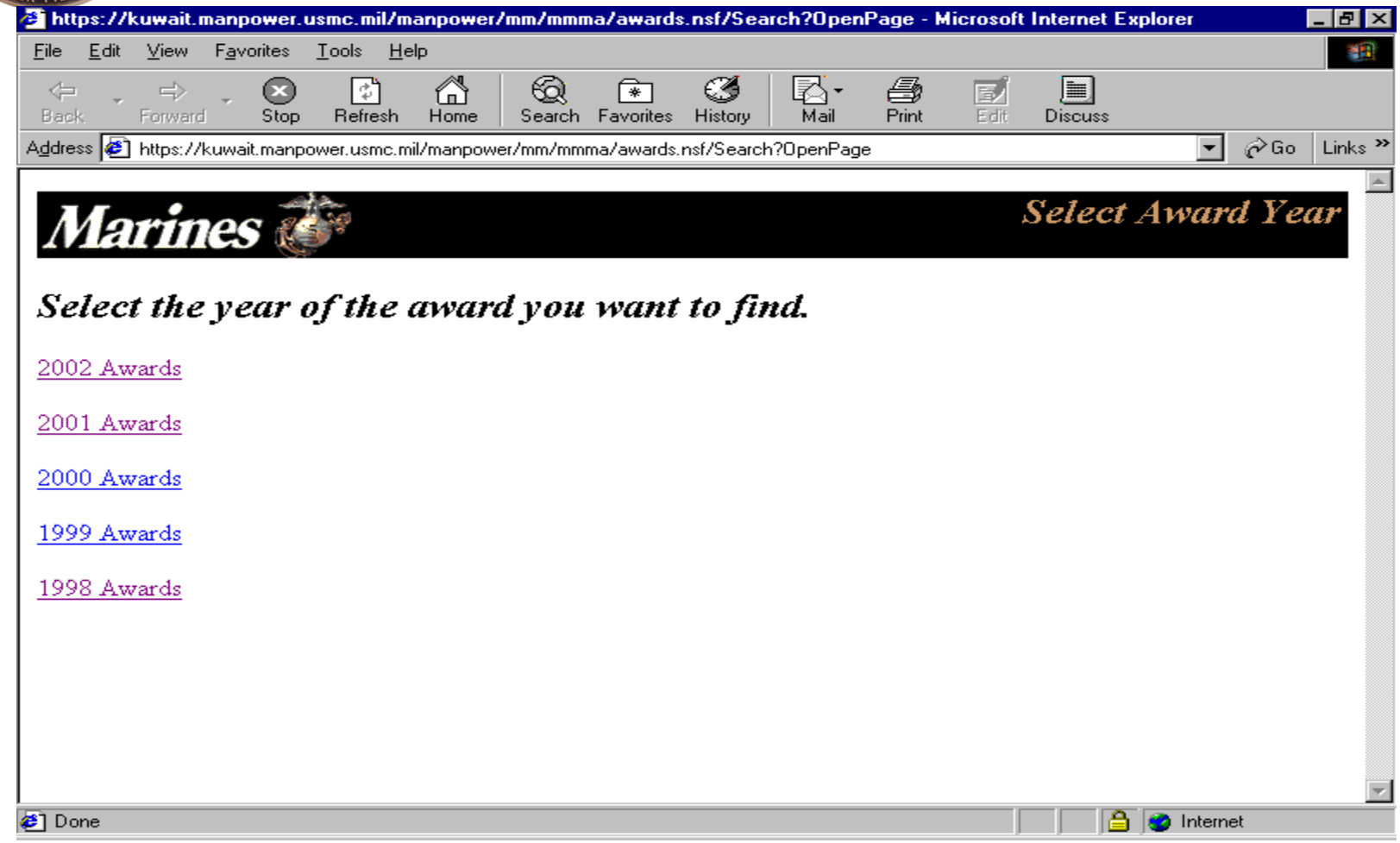

Award Status

09/02/16

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Address power.usmc.mil/manpower/mm/mmma/allarchiveawards.nsf/Search2001?OpenForm Go Links

Marines SEARCH 2001 Archived Awards

Last Name Search

Search for the following last name:

Search

Full Text Search

Search for the following text:

Search

Unit Name Search

Search for the following unit name:

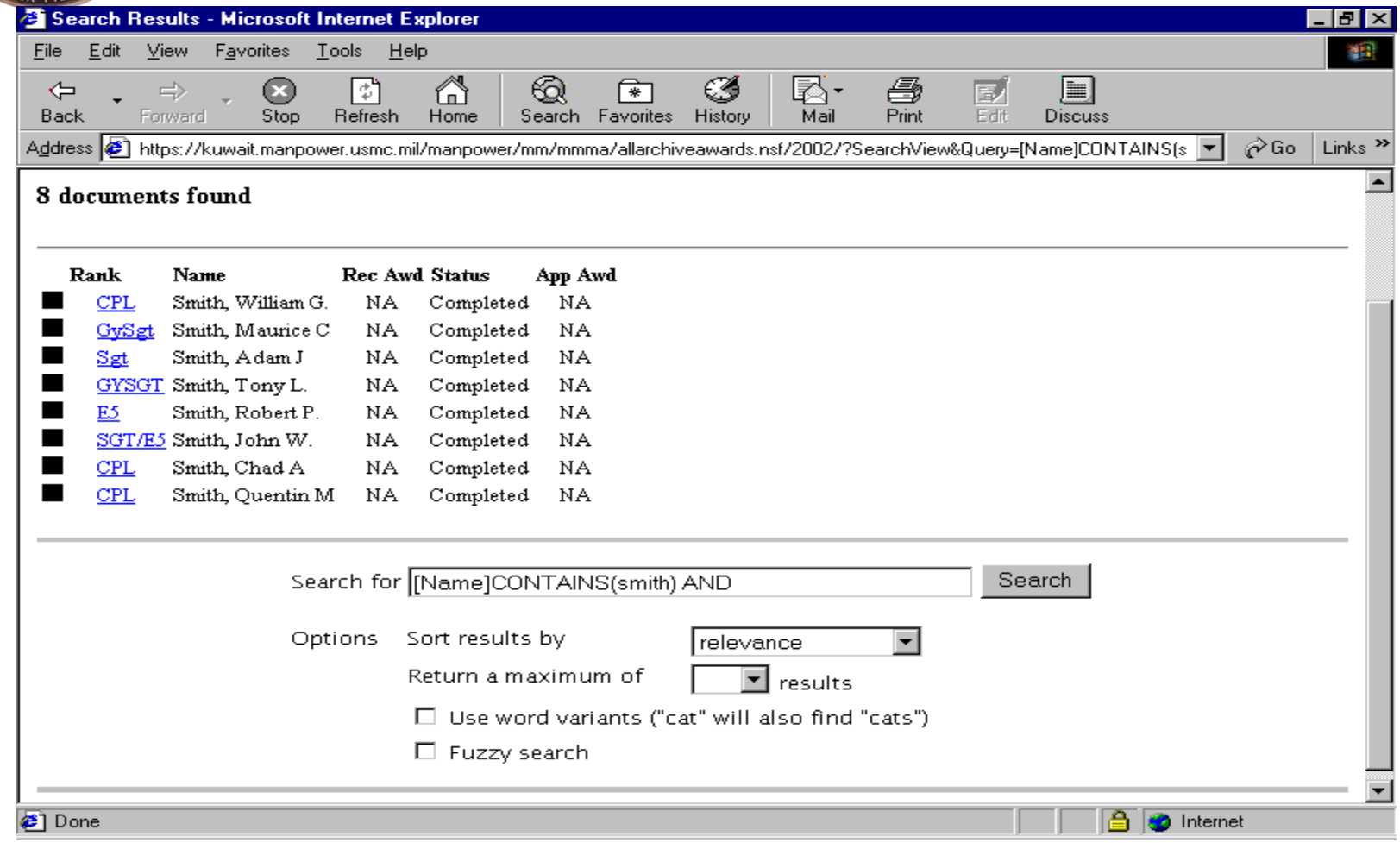
Search

Search Constraints and Sorting

Done Internet

Award Status

09/02/16


Search Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/allarchiveawards.nsf/2002/?SearchView&Query=[Name]CONTAINS(s
Go Links
8 documents found
Rank Name Rec Awd Status App Awd
CPL Smith, William G. NA Completed NA
GySgt Smith, Maurice C NA Completed NA
Sgt Smith, Adam J NA Completed NA
GYSGT Smith, Tony L. NA Completed NA
E5 Smith, Robert P. NA Completed NA
SGT/E5 Smith, John W. NA Completed NA
CPL Smith, Chad A NA Completed NA
CPL Smith, Quentin M NA Completed NA
Search for [Name]CONTAINS(smith) AND
Search
Options Sort results by relevance
Return a maximum of results
Use word variants ("cat" will also find "cats")
Fuzzy search
Done
Internet

Summary Shadow

09/02/16

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Marines *Summary of Award Submission*

Rank:	CPL
Name:	SMITH, WILLIAM G.
Recommended Award:	NA
Action Period:	001004 - 020222
Status:	Completed
Last Updated By:	Mit Admin on 02/25/2002 10:53:11 AM 2/25/02 9:11:45 AM - Jeffrey G Lewis Sent to: - cc'd: 2/25/02 9:01:44 AM - Philip F Shutler Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 4:19:04 PM - Jeffrey G Lewis Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 3:21:58 PM - Jeffrey G Lewis Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 2:51:14 PM - Melinda L Cousins Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 11:39:24 AM - Jeffrey G Lewis Sent to: cousinsml@2mawcp.usmc.mil - cc'd: awdmag14@2mawcp.usmc.mil
Received at HQMC:	02/25/2002 10:54:24 AM
Final Approved Award:	NA
Date Approved:	02/25/2002 12:00:00 AM
Approved By:	Philip F Shutler, Colonel, Commanding Officer, MAG-14

Summary Action:

Corporal Smith is enthusiastically recommended for the Navy Marine Corps Achievement Medal for superior service while assigned a

- As the Group Admin Clerk for Marine Aircraft Group 14, he supervised and coordinated the efforts of twelve subordinate Command

Done Internet

Explanation of codes

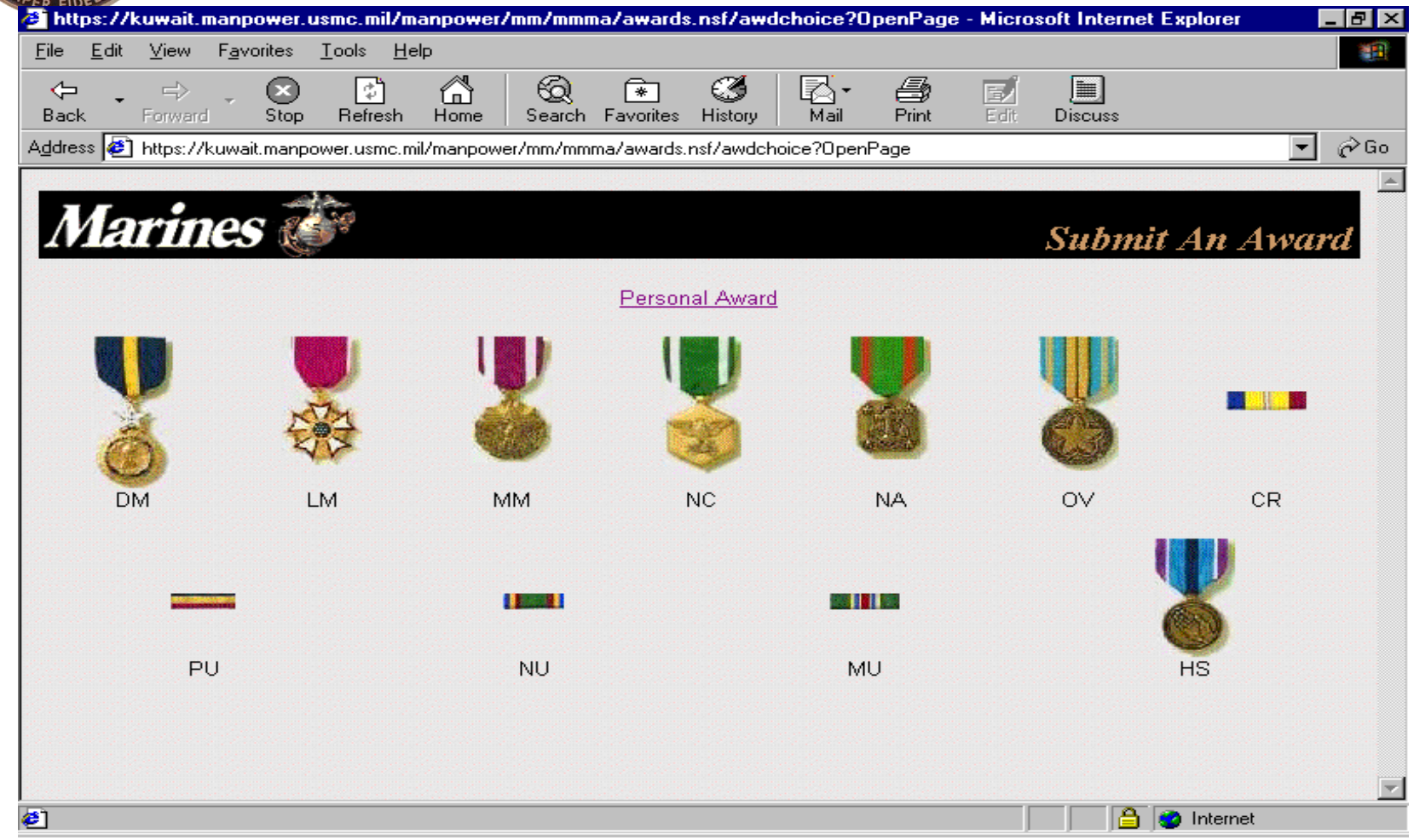
- New - New award
- Staff - Received at HQMC pending Board Action
- Board1-2e - Received at HQMC and at the Board
- CMC1-CMC4 - At CMC for approval
- MMMA-2 - Award approved, at writers
- MMSB – Award approved and fwd to MMSB for inclusion into OMPF
- Completed - Award approved and mailed
- Hold - Waiting for additional information
- SecNav - Requires SecNav approval

Awards Processing System Website

How to Submit an Award

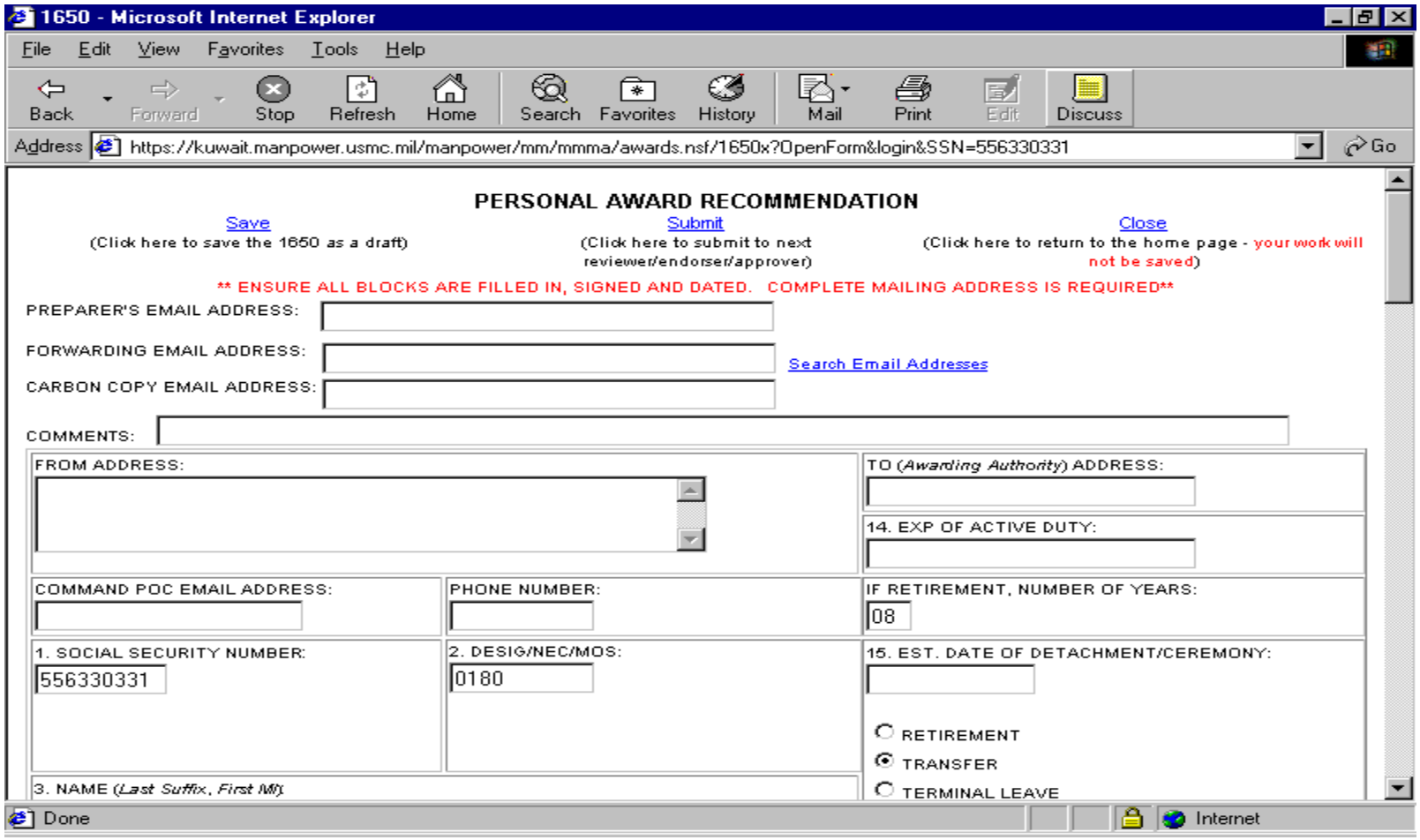
Submit an Award

09/02/16



1650

09/02/16


1650 - Microsoft Internet Explorer
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Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=556330331
Go
PERSONAL AWARD RECOMMENDATION
Save
(Click here to save the 1650 as a draft)
Submit
(Click here to submit to next reviewer/endorser/approver)
Close
(Click here to return to the home page - your work will not be saved)
** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED**
PREPARER'S EMAIL ADDRESS:
FORWARDING EMAIL ADDRESS:
Search Email Addresses
CARBON COPY EMAIL ADDRESS:
COMMENTS:
FROM ADDRESS:
TO (Awarding Authority) ADDRESS:
14. EXP OF ACTIVE DUTY:
COMMAND POC EMAIL ADDRESS:
PHONE NUMBER:
IF RETIREMENT, NUMBER OF YEARS:
08
1. SOCIAL SECURITY NUMBER:
556330331
2. DESIG/NEC/MOS:
0180
15. EST. DATE OF DETACHMENT/CEREMONY:
RETIREMENT
TRANSFER
TERMINAL LEAVE
3. NAME (Last Suffix, First MI)
Done
Internet

Submit an Award

- As an originator, they have two options for submitting an award
  - Fill out HQMC APS 1650 (EF), Summary of Action and recommended citation on-line in the Awards Processing System
  - Fill out HQMC APS 1650 (EF) on line and cut and paste the Summary of Action and recommended citation from another word processing application (Word, WordPro, etc)

Preparing the HQMC APS 1650 (EF)

- Fill out the HQMC APS 1650 (EF) completely, paying particular attention to the following Blocks
  - **Block 1** - Complete SSN
  - **Block 2** - Complete Name (the system will fill the remaining blocks with information from MCTFS)
  - **Block 14**
    - If retiring, how many years
  - **Block 15**
    - Date of Detachment (anticipated ceremony date)
    - Click box for Retirement/Transfer/Terminal Leave

Preparing the HQMC APS 1650 (EF)

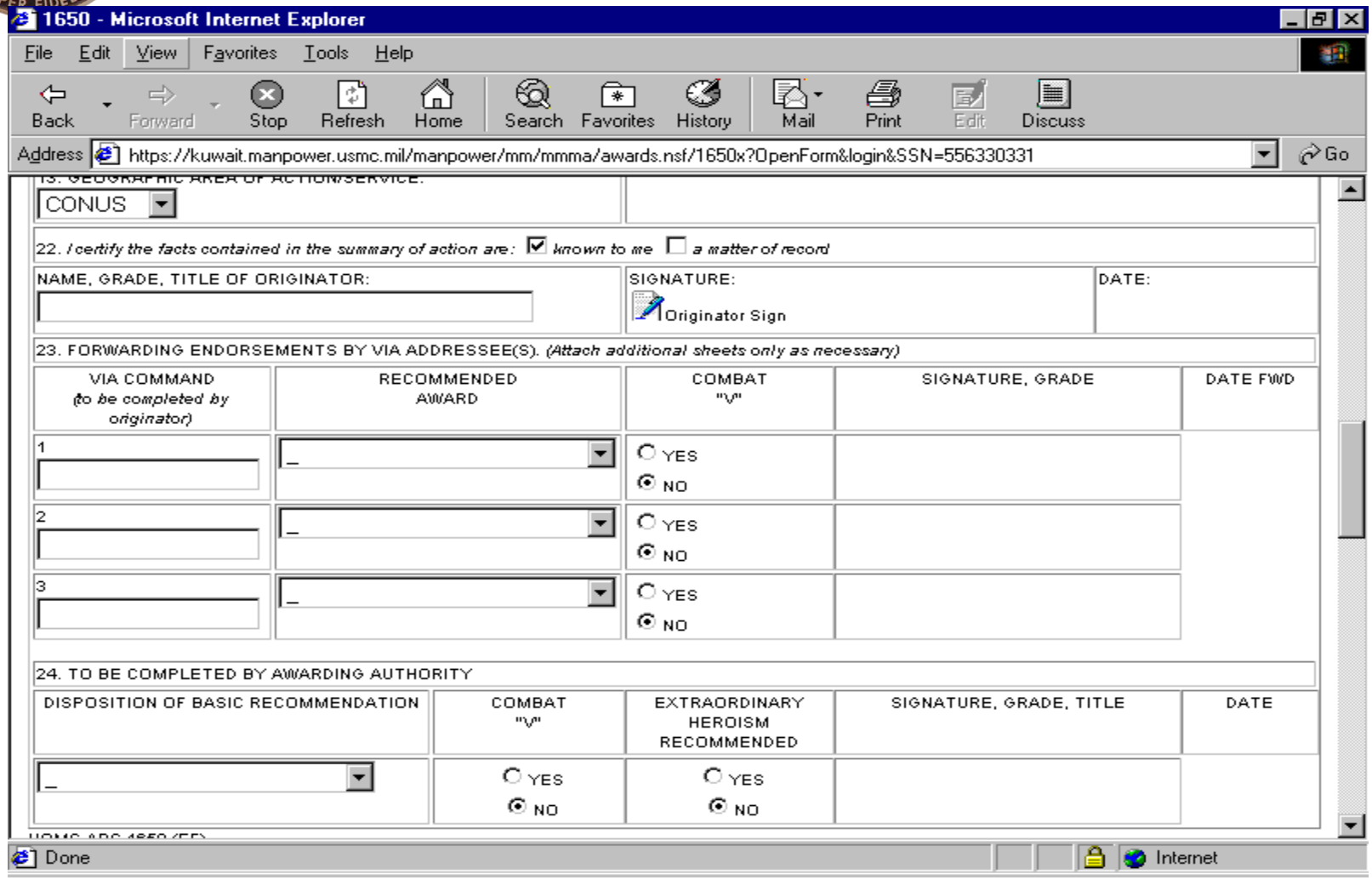
- **Continued…**
  - **Block 19 –** is for previous personal awards
  - **Block 22** - All info on Originator (Originator click on "sign" link to sign his name to award
  - **Block 23** - Originator Should fill out all via Addressees up to the Approval Authority
    - If there are more than three Via Addressees, then click on the "more" link to add more
    - Only the Via Addressee, or his direct representative can click on the "sign here" link. That option will automatically put the name of that individual in the signature block of the next via addressee.

Awards Processing System Website

How to Endorse an Award

1650

09/02/16


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=556330331
Go
CONUS
22. I certify the facts contained in the summary of action are: known to me a matter of record
NAME, GRADE, TITLE OF ORIGINATOR:
SIGNATURE:
Originator Sign
DATE:
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)
VIA COMMAND (to be completed by originator)
RECOMMENDED AWARD
COMBAT "V"
SIGNATURE, GRADE
DATE FWD
1
2
3
YES
NO
24. TO BE COMPLETED BY AWARDING AUTHORITY
DISPOSITION OF BASIC RECOMMENDATION
COMBAT "V"
EXTRAORDINARY HEROISM RECOMMENDED
SIGNATURE, GRADE, TITLE
DATE
Done
Internet

Endorse the Award

- To endorse the Award:
  - Open the award via the link from the APS and fill out the info in Block 23
    - Recommended award {Drop down menu}
    - Click on the “sign” link in the signature block
      - User Name and Password are requested prior to to award opening
      - User is authenticated via our Access Control List database
    - Date forwarded is automatically generated by APS
  - They then forward the award to the next person/command mailbox in the Chain of Command
  - Add comments as necessary

Awards Processing System Website

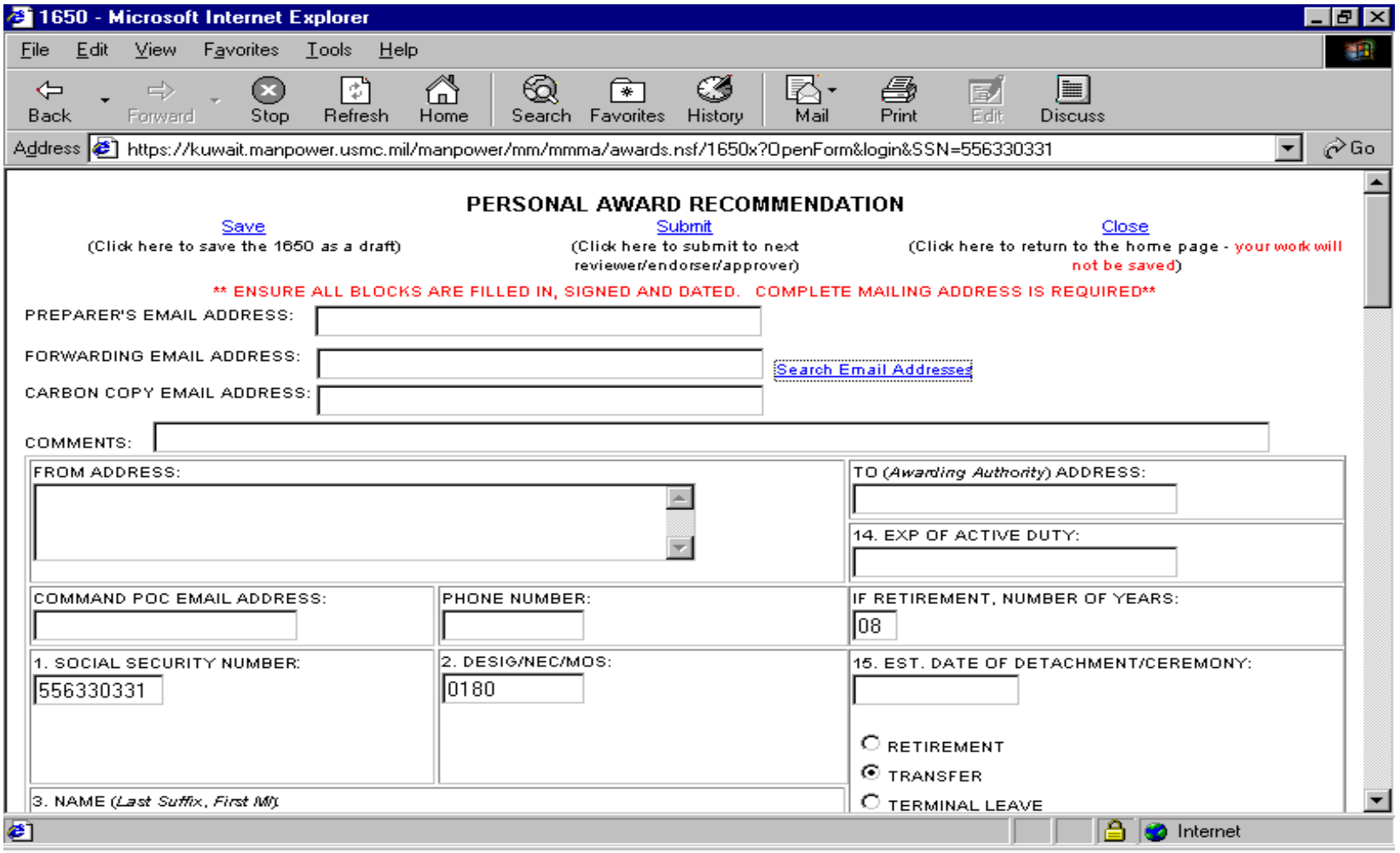
How to Forward an Award

Forwarding to a Unit Mailbox

- Each command is required to maintain a "Command Mailbox" for awards submissions under the cognizance of the Command Adjutant or other assigned individual
  - For example: "Awards@manpower.usmc.mil"
- This ensures that, even with personnel turnover, the awards process is not impacted
- Awards are also fowarded to individuals (Adjutants, Admin Chiefs, etc)

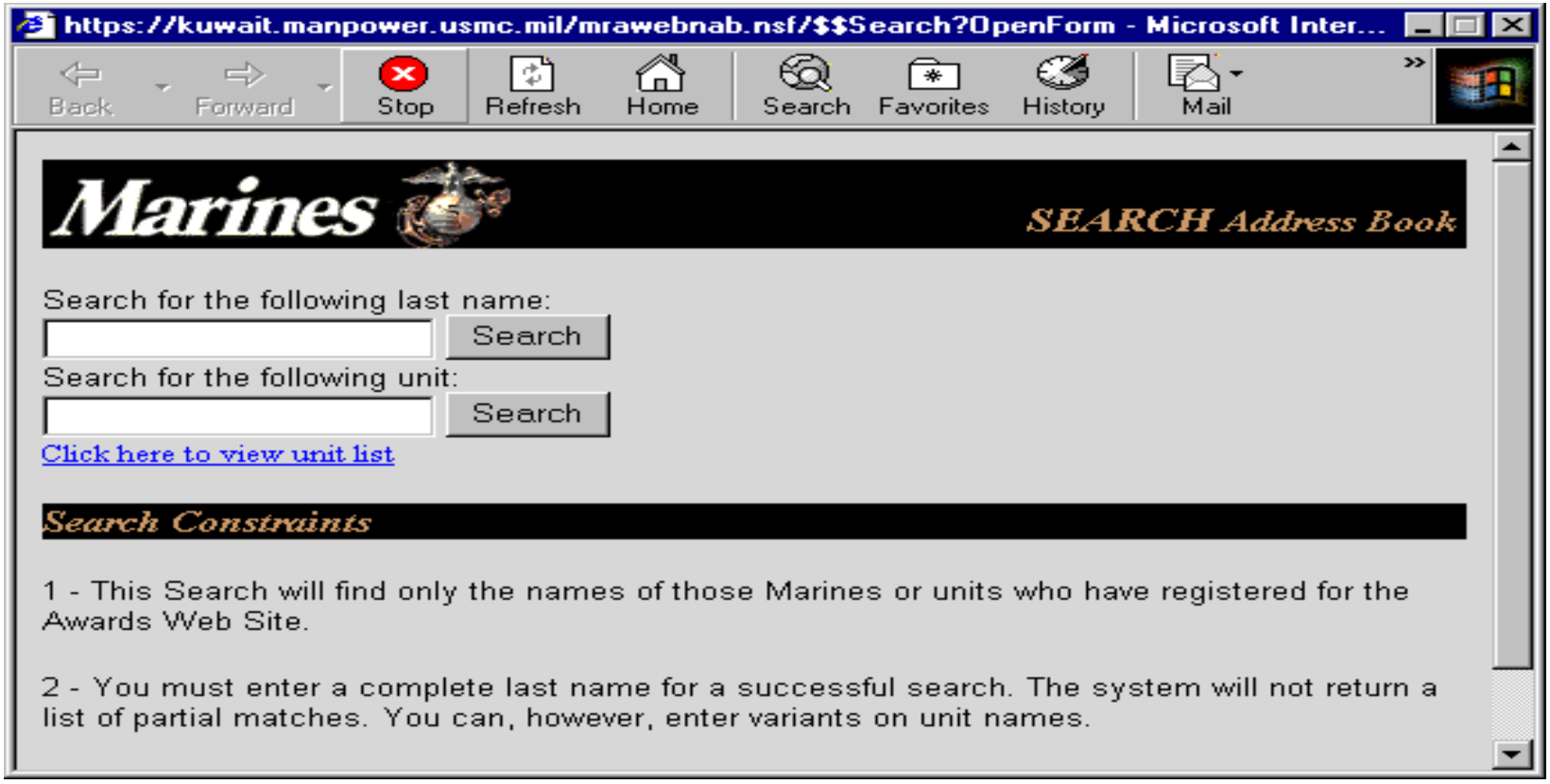
Forwarding an Award to HQMC

09/02/16


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=556330331
Go
PERSONAL AWARD RECOMMENDATION
Save
(Click here to save the 1650 as a draft)
Submit
(Click here to submit to next reviewer/endorser/approver)
Close
(Click here to return to the home page - your work will not be saved)
** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED**
PREPARER'S EMAIL ADDRESS:
FORWARDING EMAIL ADDRESS:
Search Email Addresses
CARBON COPY EMAIL ADDRESS:
COMMENTS:
FROM ADDRESS:
TO (Awarding Authority) ADDRESS:
14. EXP OF ACTIVE DUTY:
COMMAND POC EMAIL ADDRESS:
PHONE NUMBER:
IF RETIREMENT, NUMBER OF YEARS:
08
1. SOCIAL SECURITY NUMBER:
556330331
2. DESIG/NEC/MOS:
0180
15. EST. DATE OF DETACHMENT/CEREMONY:
RETIREMENT
TRANSFER
TERMINAL LEAVE
3. NAME (Last Suffix, First MI)
Internet

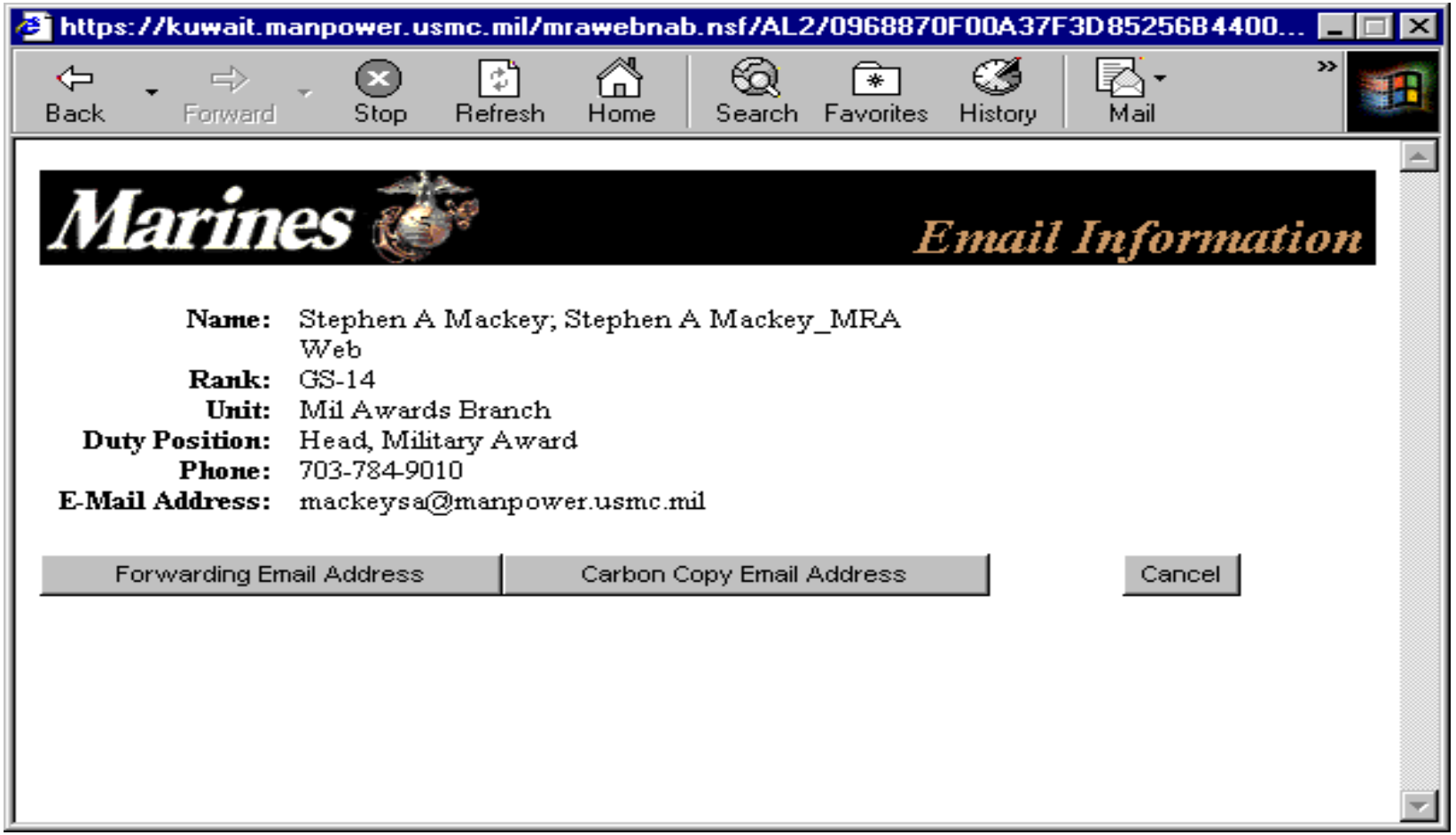
Forwarding an Award to HQMC

09/02/16


https://kuwait.manpower.usmc.mil/mrawebnab.nsf/$$Search?OpenForm - Microsoft Inter...
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Marines
SEARCH Address Book
Search for the following last name:
Search
Search for the following unit:
Search
Click here to view unit list
Search Constraints
1 - This Search will find only the names of those Marines or units who have registered for the Awards Web Site.
2 - You must enter a complete last name for a successful search. The system will not return a list of partial matches. You can, however, enter variants on unit names.

Forwarding an Award to HQMC

09/02/16



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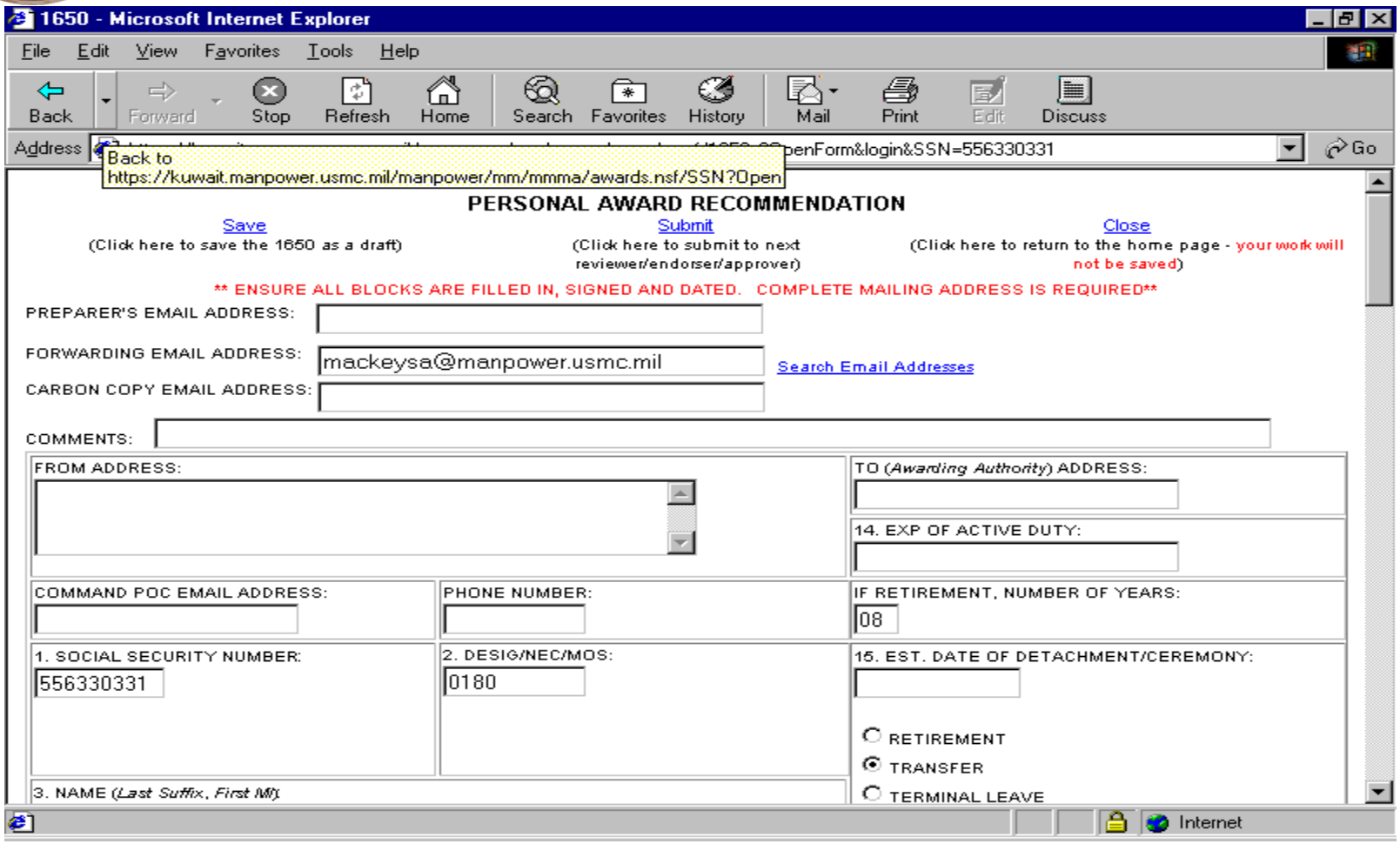
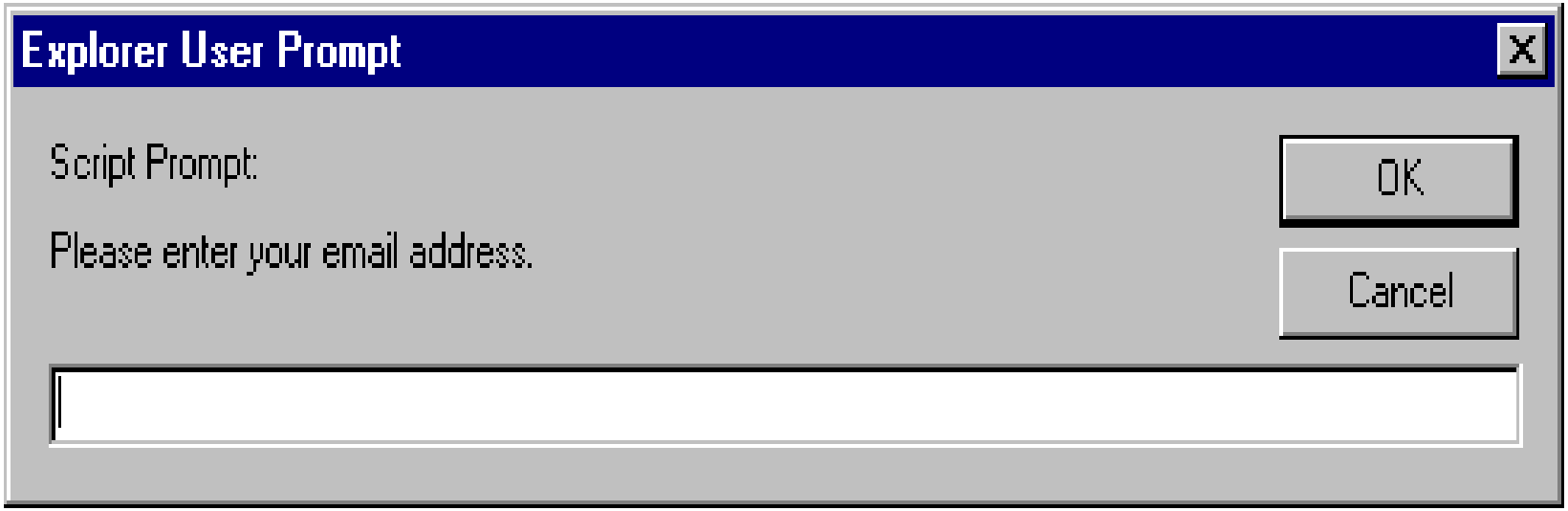


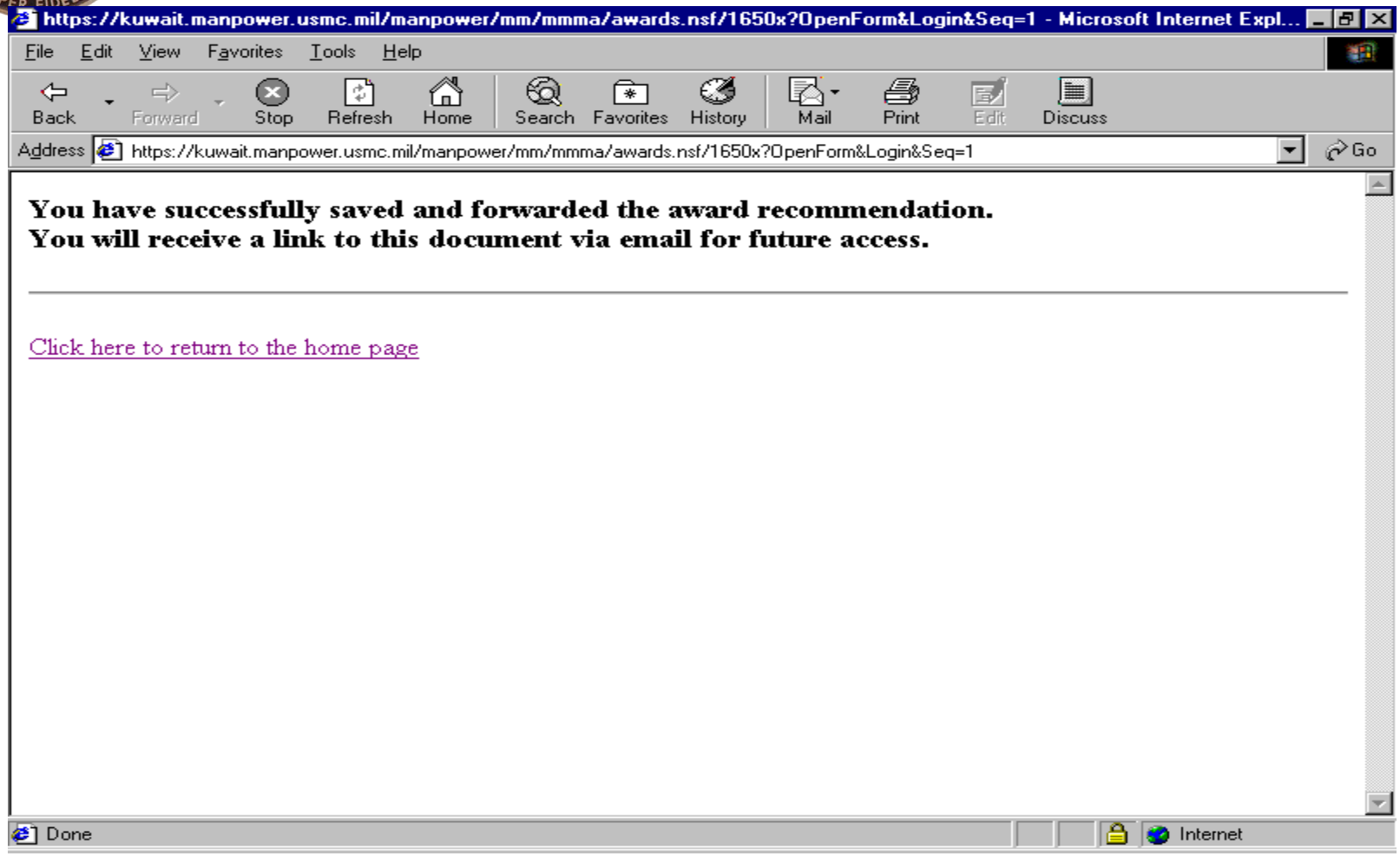
Submitting an Award through the Chain

09/02/16



Forwarding an Award through the Chain

09/02/16


https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&Login&Seq=1 - Microsoft Internet Expl...
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&Login&Seq=1
Go
You have successfully saved and forwarded the award recommendation.
You will receive a link to this document via email for future access.
Click here to return to the home page
Done
Internet

Forwarding an Award to HQMC

09/02/16

- All awards, to include Field Approved Awards, are forwarded to the following Address:
  - HQMCAwardsBoard@HQMC
  - There is a button on the 1650 that allows the Award to be submitted directly to MMMA
  - It moves the award to our New Mail received folder
- All other correspondence is sent to
  - Awards@manpower.usmc.mil
  - Change of Status, forgotten password, etc

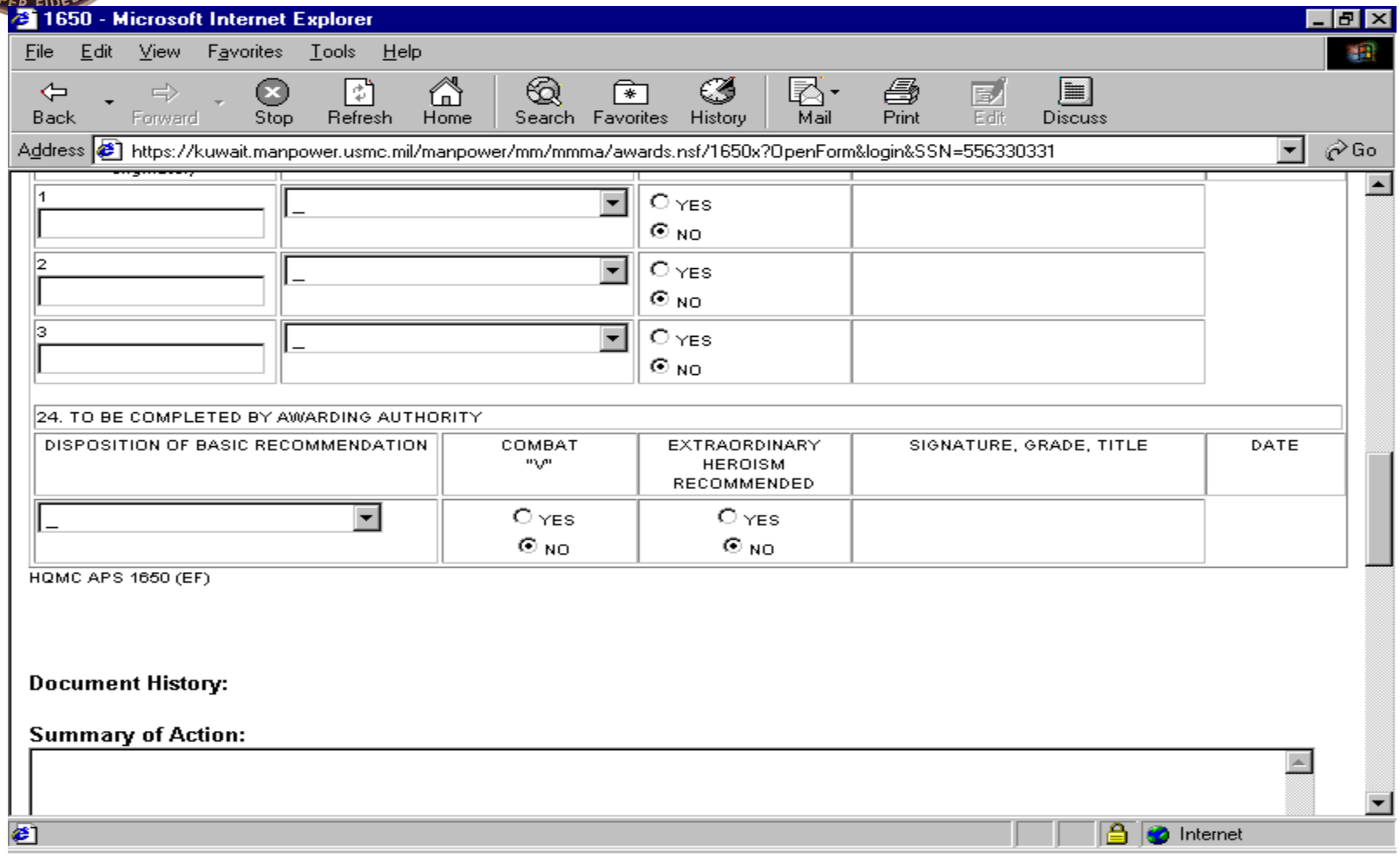
Approve the Award

09/02/16

- If the Commander has approval authority
  - He (or his designated representative) accesses the award through the link and fills out Block 24 of the HQMC APS 1650 (EF)
    - Disposition is the level of award approved {Drop down menu}
    - Click on “Sign” link
    - The system fills the date in
  - Authorization box pops up
    - User Name and Password
    - Authentication is provided via our database

Approving an Award

09/02/16



Conclusion

- The HQMC Awards Branch, is the Commandants representative on all matters pertaining to military awards, has a responsibility to maintain the most up-to-date and user friendly process by which awards are processed.
- The establishment of the electronic Awards Processing System will allow the Marines and Fleet Commanders the opportunity to better process their awards and enable the HQMC Awards Branch the ability to better support them.

Questions?